



Council Agenda Report

From: Ryan Cornell, Administrative Services Director

Subject: Quarterly Financial Report

Date: November 1, 2022

Facts

1. In accordance with the Council's adopted fiscal policies, no less than semi-annually, there will be a comprehensive review of the operations in comparison to the existing budget. Projections of revenues and expenditures through the end of the fiscal year will be prepared and reviewed by the City Manager and the Director of Administrative Services with a report and presentation to the City Council.
2. This report provides an overview of the City's projected financial position based on actual transactions incurred for Fiscal Years (FY) 2021-22 and 2022-23. It should be noted that financial information provided for FY 2021-22 has not been audited nor have all end-of-year adjustments been made. As a result, the amounts provided in this report are still considered projected and could change once the audit is complete; however, staff does not anticipate that they will change significantly.
3. On June 21, 2022, City Council adopted the [Operating and Capital Budget for FY 2022-23 and 2023-24](#). The budget makes significant investments across several key areas and this report provides an update on current year activity, including the utilization of Measures E-12 and J-20 (the City's supplemental sales tax) and the status of the organizational restructure.
4. CalPERS requires governing bodies of local agencies that contract with CalPERS for retirement benefits to approve and adopt a publicly available pay schedule in accordance with public meeting laws. The pay schedule (Exhibit A of Attachment 1) must identify each position by title, the individual pay rate amount or range for the position, and the time base upon which the pay amounts are calculated, and must be posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's website (pursuant to California Code of Regulations, Title 2, Section 570.5).

Options

1. Take no action;
2. Receive and file the report, and approve the proposed reclassifications and revised master pay schedule;
3. Provide additional direction to staff.

Analysis and Conclusions

Section 1: Preliminary Financial Results - FY 2021-22

General Fund

The City ended the fiscal year with General Fund revenues totaling \$52.9 million, a 1.41% increase when compared to FY 2020-21, and is about \$430,000 less than what was projected during the budget process. There are three main reasons for the change in actual revenues compared to estimated revenues: 1) related to fair-market value adjustment on City investments (this had a \$1.5 million adverse impact on the general fund revenues); 2) tourism-related activity continues to be robust (actual revenues came in about \$920,000 more than anticipated); and 3) sales tax revenues continue to exceed projections (by approximately \$817,000).

In accordance with Government Accounting Standards Board (GASB) Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, highly liquid market investments with maturities of one year or less at time of purchase are stated at amortized cost. All other investments are stated at fair value. That said, the City holds a variety of investments, one of the larger holdings is in the State of California’s Local Agency Investment Fund (LAIF). And on June 30th, investments held with LAIF had a 98.1% fair market value, essentially lowering the total value of investments by 1.9%. This had a total impact of \$4.5 million, but because the City pools its cash with all funds, the General Fund’s proportionate impact was about \$1.5 million. This adjustment does not mean the City lost \$4.5 million, but rather this is an accounting entry that is required to report investments at their fair value.

Impacts on City sales tax and transient occupancy taxes are discussed later in the report.

Table 1: General Fund Revenues

	Original Budget	April’s Projected Final	Preliminary Final
<i>Revenues</i>			
Sales Tax	\$16,558,300	\$19,581,781	\$20,398,804
Property Tax	12,098,000	12,400,650	12,317,408
Transient Occupancy Tax	6,910,000	8,881,987	9,803,368
All Other Taxes	4,766,000	5,125,503	5,125,133
All Other Revenues	6,186,200	7,220,711	5,133,643
Total Revenues	<u>\$46,518,500</u>	<u>\$53,210,632</u>	<u>\$52,778,356</u>

General Fund expenditures came in at budget, with 98.8% of appropriations spent in the current fiscal year, totaling \$49.9 million. The percent of budget used during the fiscal year is higher this year than in previous years (historically, final expenses are approximately 92-95% of appropriations). For this year, however, there are two main reasons for actual expenditures coming so close to budget: First is a one-time adjustment related to funds the City has set aside in the Central Coast Self Insurance Fund (i.e., the workers compensation program the City was a part of prior to joining the California Joint Powers Insurance Authority (CJPIA)). Those funds are being held in order to pay for outstanding claims in the future; however, the amount of funds held is greater than the estimated claims to be paid, resulting in an asset for the City. These funds have been historically accounted for in the General Fund, but with the creation of the Self-Insurance Internal Service Fund, it is more appropriate to account for these funds there. In order to do such, a general fund expense (reported in the accompanying statements as “All Other Transfers Out”) and an Internal Service Fund revenue of approximately \$584,000 needs to occur; this wasn’t originally planned in the budget.

The second reason for the higher amount spent compared to budget relates to the City’s Measure J-20 supplemental sales tax. The intent of Measure J-20 is to enhance public safety and road maintenance projects, not supplement General Fund costs. As such, the City has created a standalone Measure J-20 Fund (aside and apart from the General Fund figures in Tables 1 and 2) and it has been the practice that if a general-funded position leaves the organization, then it is immediately replaced by a Measure J-20-funded position. In other words, the salary savings that has historically been realized in the General Fund are now being recognized in the Measure J-20 fund instead.

Table 2: General Fund Expenditures

	Budget	April’s Projected	Preliminary Final
<i>Expenditures</i>			
City Council/City Manager’s Office	2,232,772	2,002,907	1,975,884
Administrative Services	2,228,000	2,081,804	2,182,329
Police	10,860,492	10,720,805	10,866,704
Fire and Emergency Services	7,220,184	7,380,711	7,560,698

Table 2: General Fund Expenditures

	Budget	April's Projected	Preliminary Final
Public Works (excluding enterprise)	2,363,214	1,993,073	2,045,985
Community Services	7,744,725	7,613,104	7,349,760
Community Development	3,742,209	3,360,102	3,126,996
All Other Transfers and Expenses	14,094,577	13,189,249	14,787,790
Total Expenditures	50,486,173	48,341,755	49,896,146

At the end of the fiscal year, the City's revenue exceeded expenses by \$3.0 million, resulting in an ending General Fund reserve balance of \$27.9 million, representing about 53% of General Fund revenues. The City's Fiscal Policy states the City shall maintain unrestricted reserves of no less than 30% of the actual 10-year revenue trend and the City continues to exceed the minimum amount; however, the budget for FY 2022-23 calls for one-time drawdown of reserves resulting in estimated reserves to be approximately 35% of revenues at the end of the current fiscal year.

Measure J-20 Supplemental Sales Tax Fund

In November 2020, voters approved Measure J-20, a one-cent supplemental sales tax. The main priorities for spending the Measure J-20 revenue are to support police, fire and street maintenance activities. The Fiscal Year 2021-22 budget reflects the first full year of revenues received under Measure J-20 and the City received approximately \$13.1 million, \$2.6 million more than originally estimated. As part of the measure implementation plan, the City Council approved:

- Seven sworn and two civilian positions within the Police Department;
- Six sworn and one administration position within the Fire Department; and
- Two positions within the Streets Maintenance Division.

Additional one-time investments were made in public safety facilities, such as construction of Fire Station No. 3; technology upgrading the police department's data 9-1-1 communications system; and supplementing the City's 6-Year Street Maintenance and Repair Plan. But because it has taken some time to recruit for these additional positions, Measure J-20 has a reserve balance of \$10.9 million at June 30, 2022, in addition to the \$27.9 million in General Fund reserves; however, certain street maintenance projects have been advanced for FY 2022-23. As such, a one-time drawdown of \$2.3 million is anticipated in the upcoming year. Attachment No. 1, Exhibit B provides the financial overview of Measure J-20.

Downtown Parking Fund

In 2019, City Council approved a parking program by approving paid and time parking in the downtown area. At that time, City Council also approved an interfund loan, up-to \$1.0 million, between the General Fund and the Downtown Parking Fund in order to provide funding for the initial start-up costs of the program. The last quarter of Fiscal Year 2021-22 marks the first time the program received more revenues than expended, and as a result, the interfund loan slightly increased during the year, from approximately \$644,000 to \$661,000.

City staff plans to present to City Council an update of the overall parking program in the upcoming months and this information will provide context during that broader discussion. For now, this report is updating City Council and the community as to the current interfund loan balance to-date, with additional program and fiscal analysis discussion at a future City Council meeting.

Section 2: Financial Activity Quarter 1 - FY 2022-23

Typically, during the first quarter fiscal review, there are not significant changes to assumptions used during the budget process since the City is only four months into the new fiscal year. This year is the same. Sales tax revenues have only been received for July and August and represents about \$420,000 more than originally anticipated; Property tax projected revenues are updated based on updated assessment

information from the County of San Luis Obispo earlier in the month—that resulted in \$84,000 more in revenue; and transient occupancy tax is 0.5% more this year than the same time last year, however, revenues over the past two months have declined when compared to 2021. Regardless, the budget model estimates TOT coming in at \$9.9 million, about \$300,000 more than budget estimates. In total, General Fund revenues are projected to be \$1.2 million higher than originally estimated, representing about 2.2% more in revenues.

Similarly, General Fund expenditures are on target, with 98% of appropriations anticipated to be expended at the end of the year. One item to note is that the organizational restructure (hereinafter referred to as the “reorg”) has changed a lot of how functions and programs are accounted for (e.g., street tree maintenance was accounted for in Community Services but now is part of Public Works). In some instances, the budget anticipated the reorg, but the coding of expenses hasn’t changed, or vice-versa. As a result, the model currently shows Public Works being 100.7% of appropriations expended (or over-budget by \$37,700), but Community Services is projected to be at 95.5% of appropriations (or under-budget by \$248,400). As the reorg continues to be implemented, finance and accounting staff will continue to move budgets and expenses to their appropriate departments and functions to ensure proper alignment with budgets and expenses in the future.

Section 3: Organizational Restructure and Staffing Status

As discussed throughout the budget preparation process, staff proposed a reorg impacting the City Manager’s Office, Administrative Services, Public Works, and Community Services Departments. The most significant portion of the reorganization separates the utilities functions of the City (i.e., sewer, refuse, water and utility billing) into a standalone Utilities Department and realigns specific functions under Public Works, Community Services and Administrative Services.

To date, staff has made good strides in implementing this reorg. Since the start of the fiscal year, the Information Technology division is now officially part of Administrative Services Department; the Utilities Department has been created and Director appointed; both Directors of Public Works and Community Services have been appointed; the two landscape maintenance crews have been identified (there will now be one crew dedicated to City street trees, medians, and the Landscape and Lighting District, and one crew dedicated to City parks and trails); City management met and conferred with the Service Employees International Union (SEIU) representatives about the reorg and the impacts it will have on its members; budget allocations between the old structure and new structure are under way as well as an equipment and supplies needs list being compiled and purchases made. It is anticipated that the crews will function independently at the end of October. Moving forward, focus will be emphasized on recruitment and filling remaining vacant positions created due to promotions and additional authorized positions.

In addition to the status of the reorg, staff has also had an opportunity to reevaluate the implementation of the reorg. Specifically, with the creation of the Utilities Department, three new positions were authorized over the next two years: Utilities Operations Manager, Recycled Water Manager, and Solid Waste Coordinator. After reevaluation of the roles and responsibilities of the Recycled Water Manager and Solid Waste Coordinator positions—as well as equity amongst the other positions and their classifications—it is being recommended that these positions be classified at a higher level.

The Recycled Water Manager is currently authorized in the Professional Manager II series. Given the complexity of constructing, developing, and managing recycled water as a standalone utility, staff recommends more appropriately classifying this position as a Professional Manager III, similar to that of Water Resources Manager and Wastewater Resources Manager. The Solid Waste Coordinator position was added as a result of the new rules and regulations established by Senate Bill 1383. Since adoption of the budget, more information regarding the mandates has been disseminated and discovered to be more complex than originally thought. As a result, the responsibilities and level of oversight, coordination, and outreach of this position aligns more closely with existing positions within the City such as Industrial Waste Manager and Water Utility Engineer, which are both classified as a Professional Manager II.

Lastly, in addition to adjustments mentioned above, staff also recommends allowing these utility positions to be filled in the current fiscal year (the budget anticipated one position in the first year and two positions in the second year) as well as a Community Development Engineering Inspector position. Currently, the Wastewater Resources Manager is also overseeing solid waste and recycled water duties, so there currently is not appropriate time and resources spent to each of these important areas of focus. For the Engineering Inspector, when the budget was being developed, the construction of Olsen-South Chandler Specific Plan was not clear. Since then, the project construction has started and is moving more quickly than anticipated in June-time. Additionally, because it takes about three to four months to recruit for a position, staff felt it was prudent to get this position filled sooner rather than waiting until next year.

Fiscal Impact

There are no fiscal impacts from receiving and filing the quarterly financial report. However, as mentioned earlier in the report, staff recommends reclassifying the Recycled Water Manager and Solid Waste Coordinator positions. The annualized additional costs from these two reclassifications are \$32,000 and \$36,000, respectively, with funding coming from the Water and Wastewater Funds.

In addition to reclassification, staff also recommends allowing three positions (the two mentioned above plus an Engineer Inspector in Community Development) to be filled in the current fiscal year. The budget anticipated these positions in the second year, so advancing these positions ahead one year is estimated to have one-time costs of approximately \$158,500. In both instances, there is adequate budget savings to move forward with the recommended change. Depending on when the positions actually start, will determine if further budget appropriations are necessary.

Recommendation

That the City Council take the following actions:

1. Receive and file the quarterly financial report;
2. Approve Resolution 22-XXX, amending the authorized positions listing for FY 2022-23 and the revised master pay schedule.

Attachments

1. Financial Statements: Unaudited Year-end Actuals FY 2021-22 – General, Measure J-20, Water, and Wastewater Funds
2. Financial Statements: Quarter 1 FY 2022-23 – General Fund
3. Resolution 22-XXX
 - a. Exhibit A: Master Pay Schedule

Attachment 1

CITY OF EL PASO DE ROBLES
QUARTERLY FINANCIAL UPDATE
 General Fund

	FY 2021-22				
	Originally Adopted Budget	Revised Budget	Preliminary End of Year Actual	Variance Budget vs. Actual	% Received/ Expended
REVENUES					
Taxes					
Sales Tax	\$ 16,558,300	\$ 18,579,078	\$ 20,398,804	\$ 1,819,726	109.8%
Property Tax	12,048,000	12,098,000	12,317,408	219,408	101.8%
Transient Occupancy Tax	6,910,000	6,910,000	9,803,368	2,893,368	141.9%
Other Taxes	4,766,000	4,766,000	5,125,132	359,132	107.5%
Total Taxes	40,282,300	42,353,078	47,644,712	5,291,634	112.5%
Charges for Current Services	1,887,000	1,893,000	2,558,547	665,547	135.2%
Licenses and Permits	495,000	495,000	786,474	291,474	158.9%
Use of Money and Property	1,811,000	1,811,000	(136,003)	(1,947,003)	-7.5%
Fines and Forfeitures	97,000	97,000	97,187	187	100.2%
Federal, State, Local Grants	665,000	799,596	707,878	(91,718)	88.5%
Other Revenues	138,000	323,600	292,794	(30,806)	90.5%
Interfund Transfers	1,143,200	1,143,200	907,159	(236,041)	79.4%
Total Revenues	46,518,500	48,915,474	52,858,748	3,943,274	108.1%
EXPENDITURES					
City Council/City Manager's Office					
Personnel Services	1,174,100	1,174,100	1,071,040	(103,060)	91.2%
Operating Expenses	869,200	1,058,672	913,119	(145,553)	86.3%
Total City Manager's Office	2,043,300	2,232,772	1,984,159	(248,613)	88.9%
Administrative Services					
Personnel Services	1,261,400	1,261,400	1,256,094	(5,306)	99.6%
Operating Expenses	966,600	966,600	926,235	(40,365)	95.8%
Total Administrative Services	2,228,000	2,228,000	2,182,329	(45,671)	98.0%
Police					
Personnel Services	9,598,500	9,669,318	9,568,648	(100,670)	99.0%
Operating Expenses	1,089,800	1,191,174	1,298,055	106,881	109.0%
Total Police	10,688,300	10,860,492	10,866,703	6,211	100.1%
Emergency Services					
Personnel Services	6,539,200	6,539,200	7,066,867	527,667	108.1%
Operating Expenses	394,900	540,353	350,169	(190,184)	64.8%
Capital Outlay	36,800	140,631	143,662	3,031	102.2%
Total Emergency Services	6,970,900	7,220,184	7,560,698	340,514	104.7%

Continued

Attachment 1

CITY OF EL PASO DE ROBLES
 QUARTERLY FINANCIAL UPDATE
 General Fund

	FY 2021-22				
	Originally Adopted Budget	Revised Budget	Preliminary End of Year Actual	Variance Budget vs. Actual	% Received/ Expended
EXPENDITURES - continued					
Public Works					
Personnel Services	\$ 756,400	\$ 756,400	\$ 726,620	\$ (29,780)	96.1%
Operating Expenses	1,165,500	1,360,698	1,287,040	(73,658)	94.6%
Capital Outlay	-	246,116	32,325	(213,791)	13.1%
Total Public Works	1,921,900	2,363,214	2,045,985	(317,229)	86.6%
Community Services					
Personnel Services	3,606,200	3,606,200	3,464,032	(142,168)	96.1%
Operating Expenses	3,036,000	3,793,776	3,629,867	(163,909)	95.7%
Debt Service	205,500	205,500	205,469	(31)	100.0%
Capital Outlay	17,400	139,249	50,392	(88,857)	36.2%
Total Community Services	6,865,100	7,744,725	7,349,760	(394,965)	94.9%
Community Development					
Personnel Services	2,471,800	2,471,800	2,446,915	(24,885)	99.0%
Operating Expenses	1,029,900	1,270,409	680,081	(590,328)	53.5%
Total CDD	3,501,700	3,742,209	3,126,996	(615,213)	83.6%
Interfund Transfers/City-wide Contingency					
Capital Projects Transfers	5,863,800	8,250,497	8,250,497	-	100.0%
All Other Transfers Out	5,820,000	5,820,000	6,529,020	709,020	112.2%
City-wide contingency	250,000	24,080	-	(24,080)	0.0%
Total Interfund Transfers	11,933,800	14,094,577	14,779,517	684,940	104.9%
Total Expenditures	46,153,000	50,486,173	49,896,147	(590,026)	98.8%
Revenues over/(under) Expenditures	\$ 365,500	\$ (1,570,699)	\$ 2,962,601	\$ 4,533,300	

Concluded

Attachment 1

CITY OF EL PASO DE ROBLES
 QUARTERLY FINANCIAL UPDATE
 Measure J-20 Fund

	FY 2021-22				
	Originally Adopted Budget	Revised Budget	Preliminary End of Year Actual	Variance Budget vs. Actual	% Received/ Expended
REVENUES					
Sales Tax	\$ 10,488,000	\$ 10,488,000	\$ 13,142,001	\$ 2,654,001	125.3%
Use of Money and Property	-	-	(250,162)	(250,162)	#DIV/0!
Federal, State, Local Grants	351,100	351,100	358,764	7,664	102.2%
Total Revenues	10,839,100	10,839,100	13,250,603	2,411,503	122.2%
EXPENDITURES					
Police					
Personnel Services	1,279,200	1,279,200	357,882	(921,318)	28.0%
Operating Expenses	311,000	311,000	62,404	(248,596)	20.1%
Capital Outlay	187,200	187,200	-	(187,200)	0.0%
Total Police	1,777,400	1,777,400	420,286	(1,357,114)	23.6%
Emergency Services					
Personnel Services	939,000	939,000	670,068	(268,932)	71.4%
Operating Expenses	118,000	126,926	12,345	(114,581)	9.7%
Capital Outlay	63,000	63,000	30,672	(32,328)	48.7%
Total Emergency Services	1,120,000	1,128,926	713,085	(415,841)	63.2%
Public Works					
Personnel Services	166,600	166,600	153,121	(13,479)	91.9%
Operating Expenses	353,000	353,000	70	(352,930)	0.0%
Total Public Works	519,600	519,600	153,191	(366,409)	29.5%
Interfund Transfers					
Capital Projects Transfers					
Police Substation	-	275,000	143,972	(131,028)	52.4%
Fire Station No. 3	6,950,000	6,950,000	1,741,151	(5,208,849)	25.1%
Road Maintenance Projects	2,300,000	2,300,000	1,133,813	(1,166,187)	49.3%
Internal Service Fund Transfers	196,000	196,000	-	(196,000)	0.0%
Total Interfund Transfers	9,446,000	9,721,000	3,018,936	(6,702,064)	31.1%
Total Expenditures	12,863,000	13,146,926	4,305,498	(8,841,428)	32.7%
Revenues over/(under) Expenditures	\$ (2,023,900)	\$ (2,307,826)	\$ 8,945,105	\$ 11,252,931	

Attachment 1

CITY OF EL PASO DE ROBLES
 QUARTERLY FINANCIAL UPDATE
 Water Fund

	FY 2021-22				
	Originally Adopted Budget	Revised Budget	Preliminary End of Year Actual	Variance Budget vs. Actual	% Received/ Expended
REVENUES					
Water Sales	\$ 16,255,000	\$ 16,255,000	\$ 16,541,226	\$ 286,226	101.8%
Water Connection Fees	748,000	748,000	1,008,013	260,013	134.8%
All Other Charges	231,000	231,000	64,032	(166,968)	27.7%
Use of Money and Property	50,000	50,000	(297,052)	(347,052)	-594.1%
Federal, State, Local Grants	-	-	320,209	320,209	#DIV/0!
Other Revenues	5,000	5,000	13,466	8,466	269.3%
Total Revenues	17,289,000	17,289,000	17,649,894	360,894	102.1%
EXPENDITURES					
Utility Billing					
Personnel Services	190,800	190,800	192,051	1,251	100.7%
Operating Expenses	237,800	237,800	208,895	(28,905)	87.8%
Debt Service	-	-	-	-	#DIV/0!
Total Utility Billing	428,600	428,600	400,946	(27,654)	93.5%
Water Production					
Personnel Services	1,348,000	1,348,000	1,075,715	(272,285)	79.8%
Operating Expenses	3,151,400	3,151,400	2,438,369	(713,031)	77.4%
Nacimiento Operations	5,871,200	5,871,200	5,496,958	(374,242)	93.6%
Debt Service	677,000	677,000	686,770	9,770	101.4%
Capital Outlay	185,000	185,000	-	(185,000)	0.0%
Total Water Production	11,232,600	11,232,600	9,697,812	(1,534,788)	86.3%
Water Treatment					
Personnel Services	694,200	694,200	673,474	(20,726)	97.0%
Operating Expenses	965,500	965,500	772,921	(192,579)	80.1%
Total Water Treatment	1,659,700	1,659,700	1,446,395	(213,305)	87.1%
Water Conservation					
Personnel Services	217,100	217,100	67,995	(149,105)	31.3%
Operating Expenses	71,800	71,800	22,284	(49,516)	31.0%
Total Water Conservation	288,900	288,900	90,279	(198,621)	31.2%
Capital Projects	1,991,000	2,831,772	728,825	(2,102,947)	25.7%
Internal Service Fund Transfers	1,835,400	1,835,400	1,859,030	23,630	101.3%
Total Expenditures	17,436,200	18,276,972	14,223,287	(4,053,685)	77.8%
Revenues over/(under) Expenditures	\$ (147,200)	\$ (987,972)	\$ 3,426,607	\$ 4,414,579	

Attachment 1

CITY OF EL PASO DE ROBLES
QUARTERLY FINANCIAL UPDATE
Wastewater Fund

	FY 2021-22				
	Originally Adopted Budget	Revised Budget	Preliminary End of Year Actual	Variance Budget vs. Actual	% Received/ Expended
REVENUES					
Charges for Services	\$ 11,129,000	\$ 11,129,000	\$ 11,819,561	\$ 690,561	106.2%
Sewer Connection Fees	700,000	700,000	361,504	(338,496)	51.6%
All Other Charges	100,000	100,000	88,435	(11,565)	88.4%
Use of Money and Property	126,000	126,000	(142,091)	(268,091)	-112.8%
Federal, State, Local Grants	-	-	105,170	105,170	#DIV/0!
Total Revenues	12,055,000	12,055,000	12,232,579	177,579	101.5%
EXPENDITURES					
Utility Billing					
Personnel Services	190,800	190,800	192,057	1,257	100.7%
Operating Expenses	252,800	252,800	201,483	(51,317)	79.7%
Debt Service	-	-	-	-	#DIV/0!
Total Utility Billing	443,600	443,600	393,540	(50,060)	88.7%
Stormwater Management					
Personnel Services	233,900	233,900	237,490	3,590	101.5%
Operating Expenses	135,900	135,900	50,500	(85,400)	37.2%
Debt Service	1,600	1,600	1,562	(38)	97.6%
Total Stormwater Management	371,400	371,400	289,552	(81,848)	78.0%
Sewer Collection					
Personnel Services	864,700	864,700	858,950	(5,750)	99.3%
Operating Expenses	339,100	339,100	226,324	(112,776)	66.7%
Debt Service	6,300	6,300	6,249	(51)	99.2%
Capital Outlay	223,100	223,100	2,135	(220,965)	1.0%
Total Sewer Collection	1,433,200	1,433,200	1,093,658	(339,542)	76.3%
Sewer Treatment					
Personnel Services	1,922,500	1,922,500	1,686,196	(236,304)	87.7%
Operating Expenses	2,004,700	2,292,933	1,776,990	(515,943)	77.5%
Debt Service	3,623,000	3,623,000	3,611,620	(11,380)	99.7%
Capital Outlay	-	-	7,584	7,584	#DIV/0!
Total Sewer Treatment	7,550,200	7,838,433	7,082,390	(756,043)	90.4%
Source Control					
Personnel Services	240,100	240,100	241,676	1,576	100.7%
Operating Expenses	82,000	82,000	16,357	(65,643)	19.9%
Capital Outlay	42,400	42,400	-	(42,400)	0.0%
Total Source Control	364,500	364,500	258,033	(106,467)	70.8%

Attachment 1

CITY OF EL PASO DE ROBLES
 QUARTERLY FINANCIAL UPDATE
 Wastewater Fund

	FY 2021-22				% Received/ Expended
	Originally Adopted Budget	Revised Budget	Preliminary End of Year Actual	Variance Budget vs. Actual	
EXPENDITURES - continued					
Capital Projects	870,000	2,657,882	558,165	(2,099,717)	21.0%
Internal Service Fund Transfers	1,038,300	1,038,300	1,068,590	30,290	102.9%
Total Expenditures	12,071,200	14,147,315	10,743,928	(3,403,387)	75.9%
Revenues over/(under) Expenditures	\$ (16,200)	\$ (2,092,315)	\$ 1,488,651	\$ 3,580,966	

Attachment 2

CITY OF EL PASO DE ROBLES
QUARTERLY FINANCIAL UPDATE
 General Fund

	FY 2022-23				
	Originally Adopted Budget	Quarter 1 Actuals	Projected End of Year	Variance Budget vs. Actual	% Received/ Expended
REVENUES					
Taxes					
Sales Tax	\$ 19,938,600	\$ 1,613,592	\$ 20,361,499	\$ 422,899	102.1%
Property Tax	12,711,800	133,886	12,796,019	84,219	100.7%
Transient Occupancy Tax	9,564,500	1,860,860	9,852,384	287,884	103.0%
Other Taxes	4,135,000	991,045	4,334,786	199,786	104.8%
Total Taxes	46,349,900	4,599,383	47,344,688	994,788	102.1%
Charges for Current Services	2,783,000	739,465	2,891,157	108,157	103.9%
Licenses and Permits	775,000	196,642	807,709	32,709	104.2%
Use of Money and Property	1,465,000	611,949	1,465,000	-	100.0%
Fines and Forfeitures	100,000	20,590	80,000	(20,000)	80.0%
Federal, State, Local Grants	344,000	59,312	569,820	225,820	165.6%
Other Revenues	62,100	15,657	105,298	43,198	169.6%
Interfund Transfers	972,900	-	972,900	-	100.0%
Total Revenues	52,851,900	6,242,998	54,236,572	1,384,672	102.6%
EXPENDITURES					
City Council/City Manager's Office					
Personnel Services	1,347,900	220,677	1,319,711	(28,189)	97.9%
Operating Expenses	1,055,800	46,036	885,515	(170,285)	83.9%
Capital Outlay	90,000	11,640	90,000	-	100.0%
Total City Manager's Office	2,493,700	278,353	2,295,226	(198,474)	92.0%
Administrative Services					
Personnel Services	1,408,100	237,981	1,353,215	(54,885)	96.1%
Operating Expenses	1,078,700	256,509	1,023,955	(54,745)	94.9%
Total Administrative Services	2,486,800	494,490	2,377,170	(109,630)	95.6%
Police					
Personnel Services	10,141,900	1,911,423	10,235,243	93,343	100.9%
Operating Expenses	1,334,700	239,636	1,343,434	8,734	100.7%
Capital Outlay	-	16,364	16,364	16,364	#DIV/0!
Total Police	11,476,600	2,167,423	11,595,041	118,441	101.0%
Emergency Services					
Personnel Services	6,638,400	1,357,859	6,568,615	(69,785)	98.9%
Operating Expenses	699,900	50,964	716,567	16,667	102.4%
Capital Outlay	120,000	-	237,000	117,000	197.5%
Total Emergency Services	7,458,300	1,408,823	7,522,182	63,882	100.9%

Continued

Attachment 2

CITY OF EL PASO DE ROBLES
 QUARTERLY FINANCIAL UPDATE
 General Fund

	FY 2022-23				
	Originally Adopted Budget	Quarter 1 Actuals	Projected End of Year	Variance Budget vs. Actual	% Received/ Expended
EXPENDITURES - continued					
Public Works					
Personnel Services	\$ 2,942,200	\$ 364,058	\$ 2,730,719	\$ (211,481)	92.8%
Operating Expenses	2,251,000	335,813	2,496,946	245,946	110.9%
Debt Service	137,000	34,244	136,792	(208)	99.8%
Capital Outlay	397,300	-	400,761	3,461	100.9%
Total Public Works	<u>5,727,500</u>	<u>734,115</u>	<u>5,765,218</u>	<u>37,718</u>	<u>100.7%</u>
Community Services					
Personnel Services	3,253,900	667,469	2,963,170	(290,730)	91.1%
Operating Expenses	2,190,800	631,167	2,207,191	16,391	100.7%
Debt Service	68,500	17,123	68,397	(103)	99.8%
Capital Outlay	24,000	250	50,000	26,000	208.3%
Total Community Services	<u>5,537,200</u>	<u>1,316,009</u>	<u>5,288,758</u>	<u>(248,442)</u>	<u>95.5%</u>
Community Development					
Personnel Services	3,145,900	476,016	2,858,565	(287,335)	90.9%
Operating Expenses	1,157,400	165,022	952,117	(205,283)	82.3%
Total CDD	<u>4,303,300</u>	<u>641,038</u>	<u>3,810,682</u>	<u>(492,618)</u>	<u>88.6%</u>
Interfund Transfers/City-wide Contingency					
Capital Projects Transfers	13,938,700	-	14,006,700	68,000	100.5%
All Other Transfers Out	6,522,400	-	6,522,400	-	100.0%
Total Interfund Transfers	<u>20,461,100</u>	<u>-</u>	<u>20,529,100</u>	<u>68,000</u>	<u>#DIV/0!</u>
Total Expenditures	<u>59,944,500</u>	<u>7,040,251</u>	<u>59,183,377</u>	<u>(761,123)</u>	<u>98.7%</u>
Revenues over/(under) Expenditures	<u>\$ (7,092,600)</u>	<u>\$ (797,253)</u>	<u>\$ (4,946,805)</u>	<u>\$ 2,145,795</u>	

Concluded

Attachment 3

RESOLUTION 22-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES APPROVING MODIFICATIONS TO THE MASTER PAY SCHEDULE

WHEREAS, the City Council of the City of El Paso de Robles is required to adopt a comprehensive operating and capital expenditure budget in order to authorize the receipt of revenues and to authorize, guide, and direct the City's activities; and

WHEREAS, on April 19, 2022, the City Council of the City of El Paso de Robles adopted goals and strategic priorities; and

WHEREAS, on June 21, 2022, the City Council of the City of El Paso de Robles approved citywide appropriations of \$147,610,000 for FY 2022-23; and

WHEREAS, on June 21, 2022, the City Council of the City of El Paso de Robles approved staffing up to, but no more than, 276.34 full-time equivalent positions for FY 2022-23; and

WHEREAS, budget are plans, and plans change as new information comes to light and as the environment in which the City operates changes; and

WHEREAS, CalPERS requires governing bodies of local agencies that contract with CalPERS for retirement benefits to approve and adopt a publicly available pay schedule in accordance with public meeting laws.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of El Paso de Robles does hereby resolve as follows:

Section 1. All of the above recitals are true and correct and incorporated herein by reference.

Section 2. The position of Recycled Water Manager will be reclassified to Professional Manager III, and the position of Solid Waste Coordinator will be reclassified to Professional Manager II with the working title of Solid Waste Manager.

Section 3. The list of authorized positions shall be changed to advance the Recycled Water Manager, Solid Waste Manager, and Engineering Inspector by one fiscal year.

Section 4. That the master pay schedule contained in Exhibit B, attached hereto and incorporated herein by reference, is hereby approved and adopted in accordance with CalPERS requirements (California Code of Regulations, Title 2, Section 570.5).

APPROVED by the City Council of the City of Paso Robles this 1st day of November 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attachment 3

Steven W. Martin, Mayor

ATTEST:

Melissa Boyer, City Clerk

Exhibits:

- a. Exhibit A: Master Pay Schedule

City of Paso Robles Wage Schedule

Adopted November 1, 2022

Full-Time Bi-Weekly Rates



Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Group
Administrative Assistant I	\$1,587.64	\$1,685.06	\$1,789.44	\$1,899.72	\$2,017.44	SEIU
Maintenance Specialist I	\$1,587.64	\$1,685.06	\$1,789.44	\$1,899.72	\$2,017.44	SEIU
Administrative Assistant II	\$1,789.44	\$1,899.72	\$2,016.44	\$2,141.57	\$2,273.63	SEIU
Maintenance Specialist II	\$1,789.44	\$1,899.72	\$2,016.44	\$2,141.57	\$2,273.63	SEIU
Maintenance Specialist I (W/WW)	\$1,825.79	\$1,937.82	\$2,057.86	\$2,184.68	\$2,320.06	SEIU
Administrative Assistant III	\$2,026.82	\$2,151.96	\$2,284.52	\$2,424.48	\$2,574.84	SEIU / MGMT
Maintenance Specialist III	\$2,026.82	\$2,151.96	\$2,284.52	\$2,424.48	\$2,574.84	SEIU
Technician I	\$2,026.82	\$2,151.96	\$2,284.52	\$2,424.48	\$2,574.84	SEIU
Equipment Mechanic I						
Technician I (W/WW)	\$2,066.89	\$2,194.51	\$2,330.02	\$2,472.95	\$2,625.79	SEIU
Laboratory Technician I						
Wastewater Treatment Plant Operator I						
Water Treatment Operator I						
Water Quality Technician I						
Maintenance Specialist II (W/WW)	\$2,098.80	\$2,227.92	\$2,364.98	\$2,511.73	\$2,666.42	SEIU
Technician II	\$2,184.62	\$2,319.12	\$2,462.08	\$2,613.41	\$2,774.66	SEIU
Community Services Officer						
Crime Analyst						
Engineering Technician II						
Equipment Mechanic II						
Planning Technician						
Police Officer Recruit						
Technician II (W/WW)	\$2,228.13	\$2,365.14	\$2,510.54	\$2,664.85	\$2,829.05	SEIU
Laboratory Technician II						
Water Treatment Operator II						
Wastewater Treatment Plant Operator II						
Water Quality Technician II						
Dispatcher	\$2,318.25	\$2,461.07	\$2,612.69	\$2,773.69	\$2,944.55	POA
Maintenance Specialist III (W/WW)	\$2,376.92	\$2,523.69	\$2,679.52	\$2,843.89	\$3,019.66	SEIU
Technician III	\$2,523.90	\$2,679.69	\$2,843.90	\$3,019.95	\$3,205.93	SEIU
Assistant Planner						
Building Inspector						
Development Services Technician						
Engineering Inspector						
Engineering Technician III						

Exhibit A

Information Systems Technician III						
Supervisor/Professional/Coordinator I	\$2,523.90	\$2,679.69	\$2,843.90	\$3,019.95	\$3,205.93	SEIU / MGMT
Administrative Services Coordinator						
Aquatics Coordinator						
Civic Engagement Coordinator						
Executive Assistant/Deputy City Clerk						
Facilities Maintenance Supervisor						
Fire Prevention Specialist I						
Fleet Supervisor						
Human Resources Specialist						
Landscape Supervisor						
Librarian						
Parking Coordinator						
Parks and Trails Supervisor						
Payroll/Risk Coordinator						
Recreation Marketing Coordinator						
Senior Accountant						
Street Maintenance Supervisor						
Utility Billing Supervisor						
Volunteer Coordinator						
Technician III (W/WW)	\$2,573.86	\$2,732.61	\$2,900.77	\$3,079.81	\$3,269.74	SEIU
Wastewater Treatment Plant Operator III						
Water Treatment Operator III						
Firefighter	\$2,653.21	\$2,817.40	\$2,990.99	\$3,174.96	\$3,370.30	IAFF
Technician IV	\$2,774.66	\$2,945.78	\$3,127.30	\$3,319.19	\$3,523.95	SEIU
Information Systems Technician IV						
Senior Building Inspector						
Senior Engineering Inspector						
Senior Water Quality Inspector						
Dispatch Supervisor	\$2,781.89	\$2,953.27	\$3,135.24	\$3,328.42	\$3,533.45	POA
City Clerk	\$2,829.05	\$3,003.65	\$3,188.63	\$3,384.97	\$3,593.69	MGMT
Technical Supervisor I (W/WW)	\$2,829.05	\$3,003.65	\$3,188.63	\$3,384.97	\$3,593.69	SEIU
Wastewater Collections Supervisor						
Wastewater Laboratory Supervisor						
Water Quality Supervisor						
Professional Manager I	\$2,903.24	\$3,080.78	\$3,271.21	\$3,472.53	\$3,686.66	MGMT
Associate Development Review Engineer						
Associate Planner						
Development Services Manager						
Fire Engineer	\$2,925.62	\$3,106.76	\$3,297.94	\$3,500.73	\$3,716.19	IAFF
Firefighter/Paramedic	\$2,975.14	\$3,158.75	\$3,353.98	\$3,560.30	\$3,780.22	IAFF

Exhibit A

Supervisor/Professional/Coordinator II	\$3,064.97	\$3,253.90	\$3,454.21	\$3,667.88	\$3,894.39	SEIU
Fire Prevention Specialist II						
Technical Supervisor II (W/WW)	\$3,125.81	\$3,318.70	\$3,522.47	\$3,740.60	\$3,971.06	SEIU
Wastewater Chief Plant Operator						
Water Distribution Supervisor						
Water Chief Plant Operator						
Police Officer	\$3,138.36	\$3,330.30	\$3,536.12	\$3,753.72	\$3,985.23	POA
Fire Engineer/Paramedic	\$3,277.34	\$3,479.68	\$3,694.93	\$3,922.04	\$4,164.21	IAFF
Professional Manager II	\$3,445.80	\$3,659.48	\$3,885.01	\$4,124.86	\$4,379.60	MGMT
Airport Manager						
Assistant Capital Projects Engineer						
Deputy Building Official						
GIS Analyst						
Industrial Waste Manager						
Recreation Services Manager						
Senior Development Review Engineer						
Senior Planner						
Solid Waste Manager						
Support Services Manager						
Stormwater Manager						
Water Conservation Manager						
Fire Captain	\$3,677.42	\$3,903.92	\$4,145.27	\$4,401.43	\$4,672.44	IAFF
Sergeant	\$4,031.21	\$4,279.18	\$4,543.45	\$4,824.52	\$5,121.89	POA
Fire Captain/Paramedic	\$4,144.93	\$4,400.66	\$4,672.06	\$4,960.59	\$5,266.78	IAFF
Professional Manager III	\$4,400.85	\$4,673.40	\$4,961.75	\$5,267.39	\$5,592.34	MGMT
Building Official						
Capital Projects Engineer						
City Engineer						
City Librarian						
City Planner						
Finance Manager						
Human Resources/Risk Manager						
Information Technology Manager						
Public Works Operations Manager						
Recycled Water Manager						
Utilities Planning and Engineering Manager						
Wastewater Manager						
Water Resources Manager						
Safety Professional Manager III - Battalion Chief	\$4,857.01	\$5,156.90	\$5,475.13	\$5,812.70	\$6,171.67	MGMT
Safety Professional Manager III - Commander	\$5,197.62	\$5,518.40	\$5,858.53	\$6,219.54	\$6,603.46	MGMT
Deputy Fire Chief	\$5,442.53	\$5,779.97	\$6,138.33	\$6,518.91	\$6,923.08	MGMT

Exhibit A

Executive Manager	\$5,507.76	\$5,848.53	\$6,209.07	\$6,592.37	\$6,998.92	MGMT
Administrative Services Director						
Assistant City Manager						
Community Development Director						
Community Services Director						
Public Works Director						
Utilities Director						
Safety Executive Manager	\$6,078.50	\$6,454.26	\$6,852.43	\$7,275.56	\$7,723.63	MGMT
Fire Chief						
Police Chief						
City Manager	\$8,797.50				\$8,797.50	Contract

Wage Effective Dates:

- IAFF - January 9, 2022
- POA - January 9, 2022
- SEIU - June 26, 2022
- Unrep. Conf. Pro. & Mgmt (MGMT) - July 24, 2022
- City Manager - September 4, 2022

City of Paso Robles Wage Schedule

Adopted November 1, 2022

Part-Time Hourly Rates



Job Title	Step 1	Step 2	Step 3	Step 4	Group
Staff Aide	\$15.00	\$15.50	\$16.00	\$16.50	Unrep. Part-Time
Clerical and/or Customer Service Aide					
Maintenance					
Recreation Aide					
Aquatics Office Assistant	\$15.50	\$16.00	\$16.50	\$17.00	Unrep. Part-Time
Staff Assistant I	\$16.50	\$17.00	\$17.50	\$18.00	Unrep. Part-Time
Bilingual Intern					
Library Assistant I					
Recreation Leader I					
Unskilled Labor/Maintenance					
Lifeguard/Swim Instructor	\$16.00	\$17.00	\$18.00	\$19.00	Unrep. Part-Time
Staff Assistant II	\$18.75	\$19.25	\$19.75	\$20.25	Unrep. Part-Time
General Labor/Maintenance					
Library Assistant II					
Police Records Cadet					
Recreation Leader II					
Staff Assistant III	\$21.25	\$21.75	\$22.25	\$22.75	Unrep. Part-Time
Assistant Police Dispatcher					
Community Services Officer					
Engineering Intern					
Event Staff					
GIS Intern					
Library Assistant III					
Planning Intern					
Skilled Labor/Maintenance					
Water Conservation Assistant					
Assistant Pool Manager	\$20.50	\$21.50	\$22.50	\$23.50	Unrep. Part-Time
Staff Assistant IV	\$24.75	\$25.50	\$26.25	\$27.00	Unrep. Part-Time
Level II Police Officer					
Library Coordinator					
Pool Manager					
Recreation Coordinator					

Wage Effective Date: January 9, 2022